1. **Question.** If we submit a draft, are we guaranteed funding through the City's youth jobs program?

Answer. The City will receive notification from the State on March 9 of whether or not it receives any grant funds for the program. YJC proposal partners will receive notification shortly thereafter of what amount, if any, funds they can expect for their program.

- Question. How competitive will the grant process be?
 Answer. The State has a total pool of \$2.7 million available to award, which is a reduction from the amount it distributed in previous years.
- 3. **Question.** Will YJC partners be required to resubmit a Worksite Application annually? **Answer.** Because the City will need to reapply annually for State funds, it is likely that this will be an annual process for partners.
- 4. **Question.** If our organization has more than one youth employment project, should we submit separate proposals for each project?

Answer. Consult with YJC staff (Trenton Henspeter or Catherine Penkert) to determine what makes most sense for your organization. In some cases, the projects might be different enough to warrant separate narratives and work plans. In other cases, differentiating projects through the work plan strategies might be sufficient.

- 5. **Question.** Should we document the dollar amount for in-kind resources on the cover sheet?
- 6. **Answer.** The more thorough you can be, the better. Partners selected for the full proposal will be asked to document contributions in two ways: the Letter of Commitment and the Budget. The Letter of Commitment will need to spell out what the entity is providing towards the project it is proposing to have funded. The Budget will ask for the following categories:

Direct Services to Youth – Costs associated with providing direct service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

Support Services – Items that are necessary for a youth to participate in the program, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.

7. **Question.** Is the draft optional or required?

Answer. All organizations interested in partnering with YJC are required to submit a draft by the January 5, 2012 deadline.

8. Question. Will we get feedback on our draft?

Answer. You will receive confirmation that your draft was received. We will make every effort to contact those organizations whose drafts need a significant amount of work to help them get "on track" to complete the materials satisfactorily by the January 13 final deadline.

Question. How should we submit the draft?
 Answer. Email drafts and final applications to YouthJobCorps@stpaul.gov

10. **Question.** On the Work Plan, does the "Number Served" refer to YJC employees, or all youth served by the program?

Answer. The number served refers to youth employees only.

- 11. **Question.** If our project places youth at multiple sites, do we list multiple contacts on the cover sheet?
- 12. **Answer.** List contacts for each site, but indicate a primary contact for questions we might have regarding the Worksite Application materials.
- 13. Question. Is each site accountable for developing its own assessment tools? Answer. YJC will continue with its practice of providing standard surveys for all youth and supervisors. In your narrative, please describe any additional assessment methodologies used in your program.
- 14. **Question.** Is there a set start date and end date for the 2012 summer program? **Answer.** The summer program will begin on Monday, June 18. The program will last for 10 weeks and will commence on August, 24. The City of Saint Paul is open to considering programs that have needs outside of these parameters.
- 15. **Question.** What are the hourly wage rages? **Answer.** Youth ages 14-18 receive \$7.25/hour. Youth ages 19-24 receive \$7.50 /hour.
- 16. **Question.** What is the timeline for spring (i.e. youth application, placement)? **Answer.** We are planning for a timeline similar to past years. The online application will open for youth in mid-March, orientations and placement will take place in mid-to-late April, and most placements will be decided by late May.
- 17. **Question.** Will preference be given to past partners of YJC? **Answer.** No. Worksite applications will be assessed based on the review criteria found in the Call For Partners.